Release Notes

Release Date: 13 June 2023

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Contents

Release Notes Summary **1**

E-Time Card **2**

Flexi Hour Customized Control *New* 2

Overtime **6**

Overtime Hour Amendment Log *New* 6

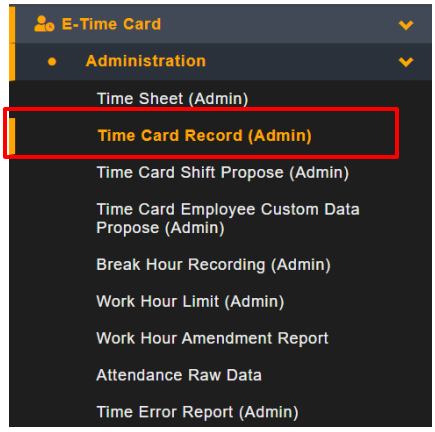
Release Notes Summary

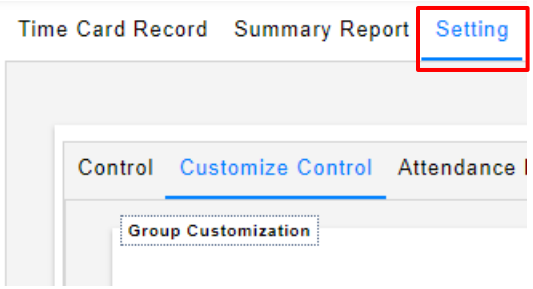
Feature	Release Type	Setup Required	User Guide	Contact Support	Admin Access	Supervisor Access	User Access
E-Time Card • **Flexi Hour Customized Control** *New*	Enhancement	–	√	–	√	–	–
Overtime • Overtime Hour Amendment Log *New*	Enhancement	–	–	–	√	–	–

E-Time Card

Flexi Hour Customized Control *New*

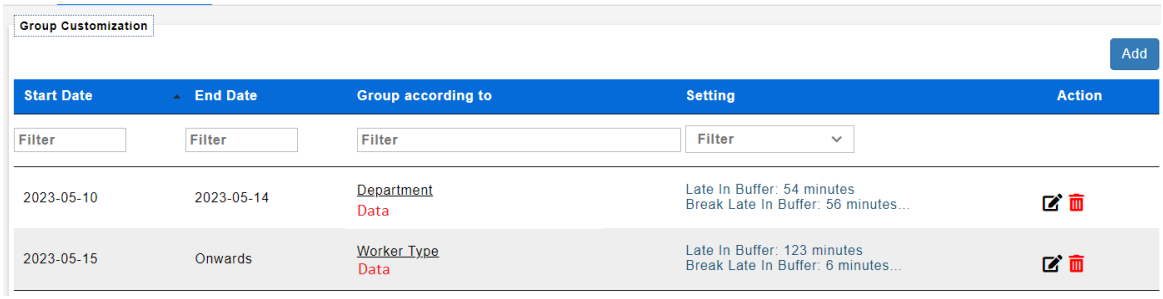
Custom control for Flexi Hours is now available in EmplX system. This new enhancement is designed to provide enhanced flexibility and customization options for EmplX users. Admins can now setup customized Flexi Hour settings for either groups or individual employees. Users can access the customized control page by navigating to **Timecard Record (Admin)** on **E-Time Card**, selecting **Setting**, and then selecting the **customize control** pane.

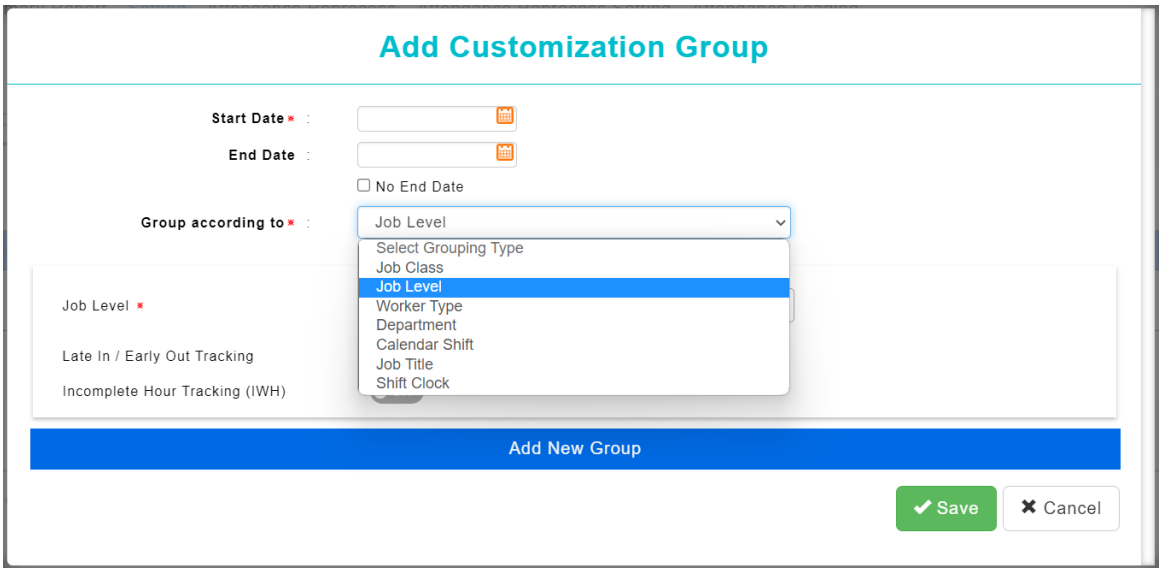




Flexi Hours Customize Control is split into 2 sections: **Group Customization** and **Individual Customization**

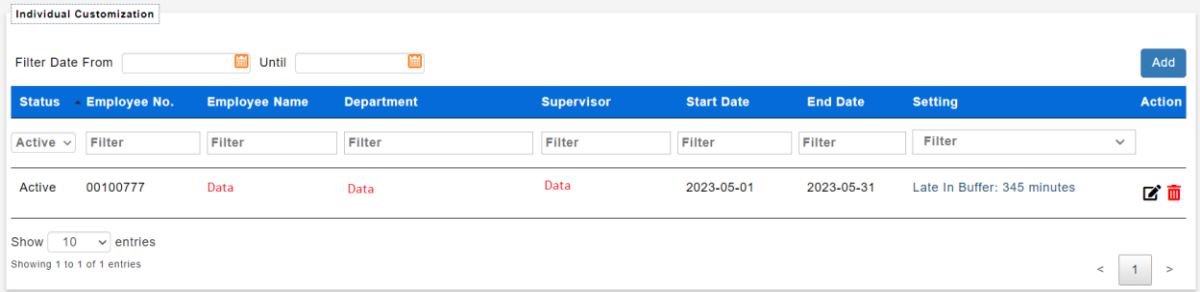
Group Customization:

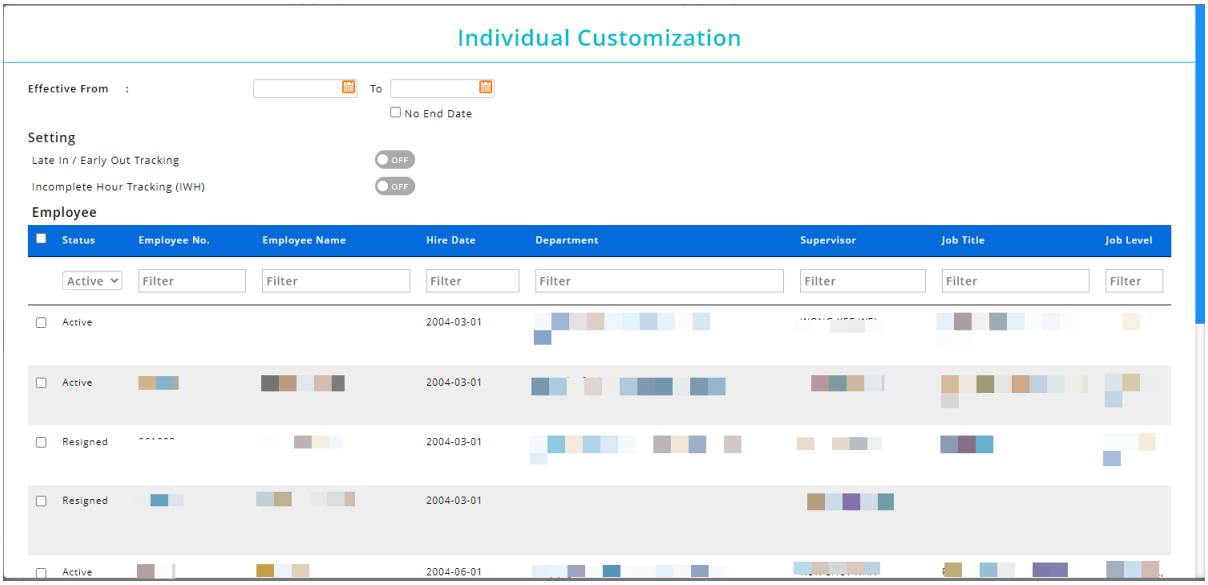




Group Customization allows admins to setup customized Flexi Hour settings for employees based on various groups which include **Job Class, Job Level, Worker Type, Department, Calendar Shift, Job Title** and **Shift Clock**. Admins are also able to set effective start and end date for each customized setting.

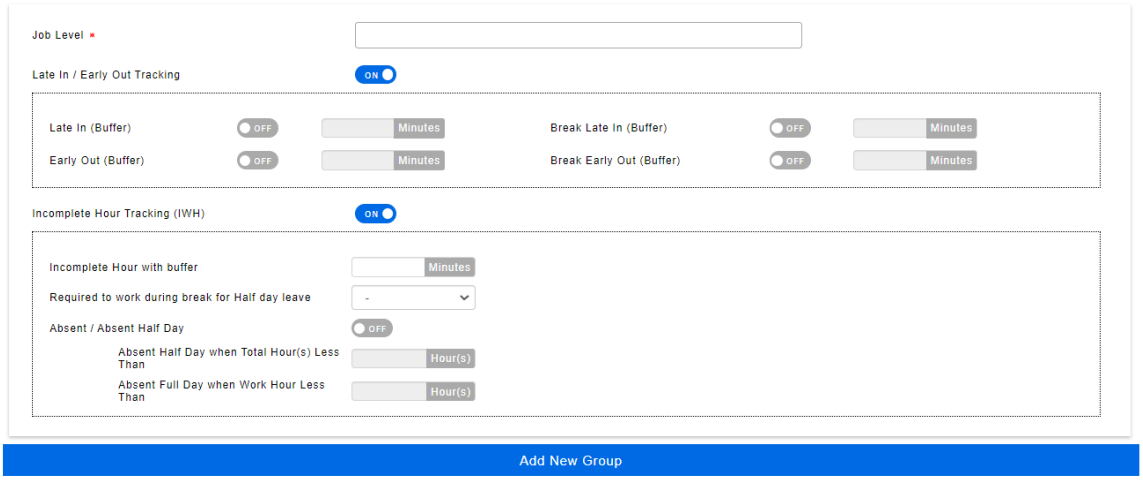
Individual Customization:





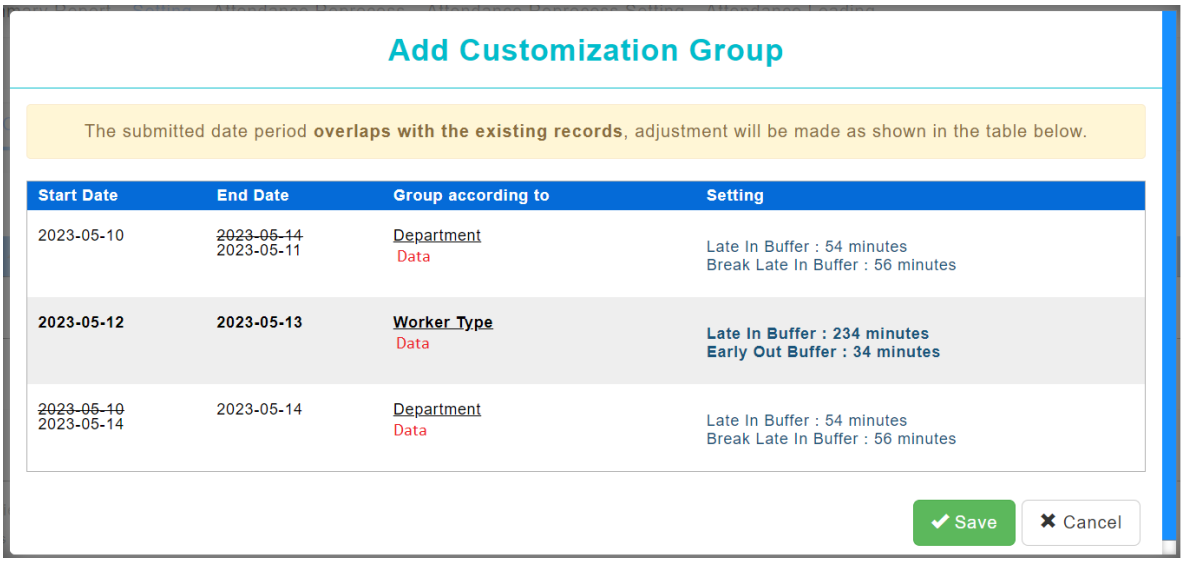
Individual Customization differs from Group Customization in that it allows admins to setup Flexi Hour settings based on individual employees. Admins can also use Individual Customization to setup Flexi Hours for multiple employees at once. If an employee with individually customized Flexi Hour setting is included in a group with customized settings, the Individual Customization will override the group settings.

Flexi Hour settings:

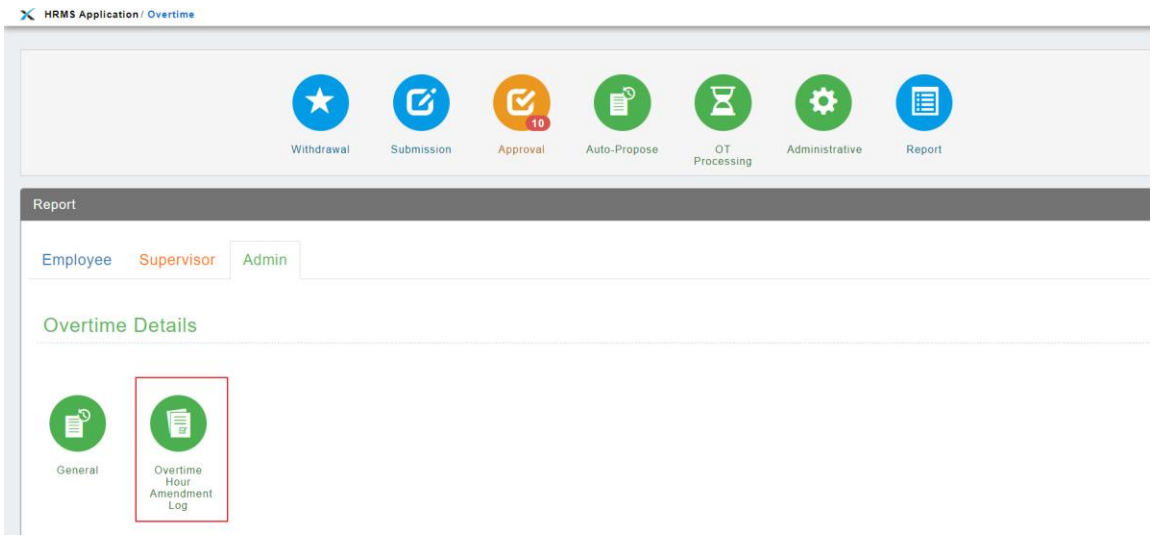
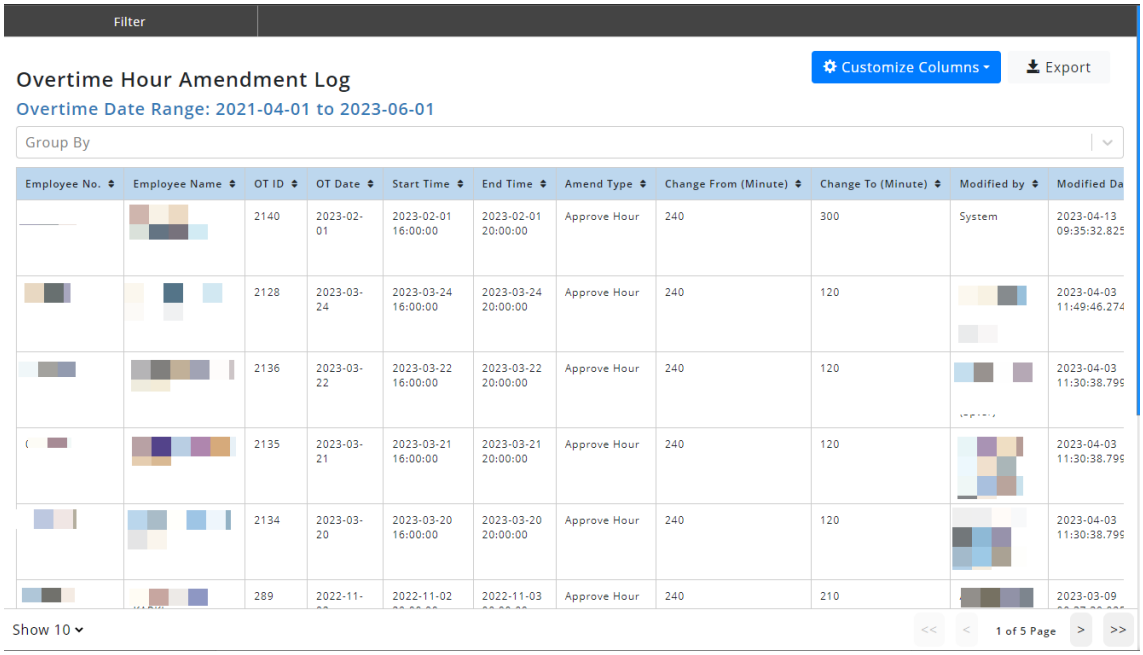


Flexi hour settings for both Group and Individual Customization consists of Late In/Early Out tracking, which includes Late In, Early Out, Break Late In and Break Early Out buffers, and Incomplete Hour tracking.

Automated Overlapping Date Calculation:



The system now intelligently handles overlapping dates when selecting start and end dates for flexi hour configurations. If a user selects a start and end date that overlaps with an existing entry, the system will automatically generate a new data entry to avoid date conflicts.

Overtime Hour Amendment Log *New*

A new report, **Overtime Hour Amendment Log**, has been added to Overtime module. Admins can now view overtime records which have amended approval hours and the person that amended them.